



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY J-33
REFER TO PROCLTR 03- 08

MAY 06 2003

MEMORANDUM FOR PROCLTR DISTRIBUTION LIST

SUBJECT: Use of the Governmentwide Commercial Purchase Card, Defense Logistics Acquisition Directive (DLAD) 4105.1, Section 13.270

The purpose of this PROCLTR is to formally incorporate into the subject DLAD two exceptions previously granted by the Deputy Secretary of Defense (DEPSECDEF) regarding mandatory use of the purchase card as a method of purchase and/or method of payment for purchases valued at or below the micro-purchase threshold.

The DEPSECDEF implemented the mandatory purchase card use policy in Purchase Card Program Reengineering Memorandum #6, dated July 20, 1998. The DLA exceptions were granted in May and July 1999 and were formally incorporated into DLA Instruction 4105.3, *DLA Governmentwide Commercial Purchase Card Program*. However, the Defense Federal Acquisition Regulation Supplement now reflects the DEPSECDEF policy, so the exceptions are being incorporated into the DLAD to ensure awareness.

This PROCLTR is effective immediately and expires upon incorporation of the attached coverage into the DLAD. If you have any questions regarding this matter specific to the Purchase Card, contact Mr. Kevin Conneen at 703-767-1472 (DSN 427) or Kevin.Conneen@dla.mil. Questions relative to DFARS Part 13 may be directed to Mr. Frank Pane. He may be reached at either (703) 767-1461 (DSN 427) or Francis.Pane@dla.mil.

CLAUDIA S. KNOTT
Executive Director
Acquisition, Technical and Supply

Attachment



PART 13

SIMPLIFIED ACQUISITION PROCEDURES

SUBPART 13.2 – ACTIONS AT OR BELOW THE MICRO-PURCHASE THRESHOLD

13.270 Use of the Governmentwide commercial purchase card.

(a) DLA has been granted DEPSECDEF exceptions from the mandatory requirement to use the purchase card for wholesale stock fund purchases. The exceptions resulted from business cases demonstrating that introducing the manual processes associated with using the card would not be cost effective when compared to the efficiencies DLA gained from existing automation capabilities.